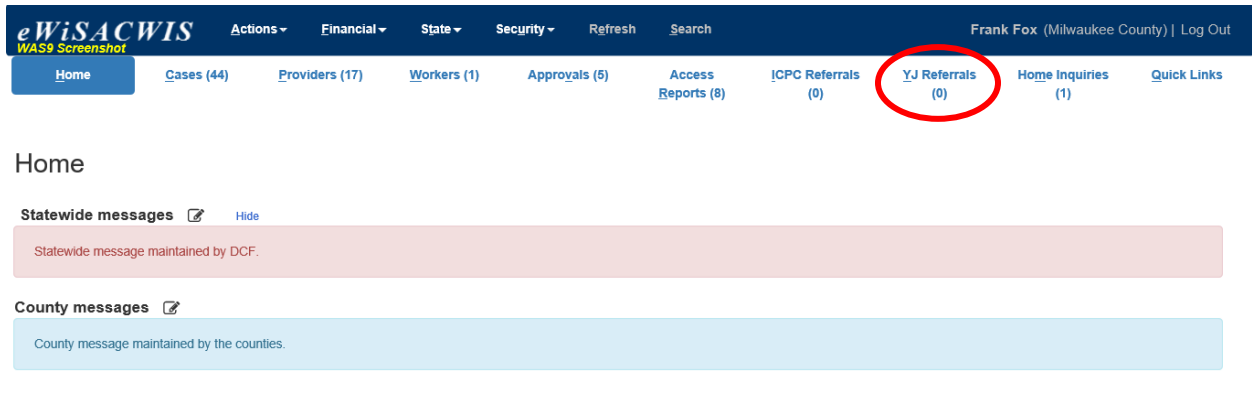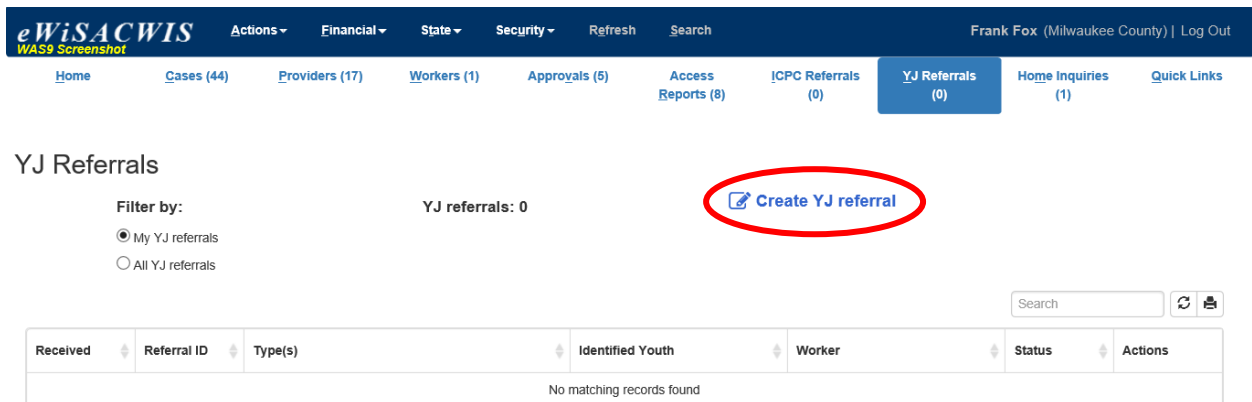# Youth Justice (YJ) Referrals

1. Select the YJ Referrals tab to open the YJ Referrals page. The YJ Referrals tab is conditionally displayed if the worker has security to create/view YJ referrals or if they have any open YJ assignments.
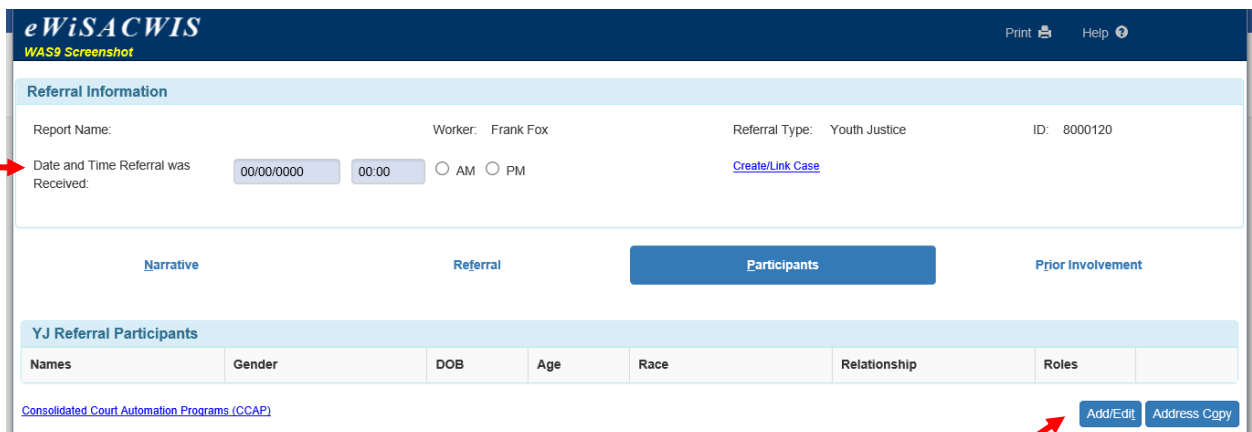

2. The YJ Referrals page will display all YJ referrals that have been assigned to the worker that have not yet been linked to a case. The 'All YJ referrals' filter will display if the worker has additional security to view all YJ Referrals for the county. The count of YJ referrals indicates the number of referrals assigned to the worker, not the number of rows in the table, as this can change based on the filter selected. Click on the 'Create YJ referral' link to open a new YJ referral.

3. The YJ referral opens defaulted to the Participants tab. Enter information in the 'Date and Time Referral was Received' fields. To add participants to the referral, click on the 'Add/Edit' button.

4. Clicking on the 'Add/Edit' button opens the YJ Referral Inquiry Search page. Search for the participants by entering information in the Search Criteria group box. The Last Name is required unless you enter a Person ID, SSN, or an address.
   - If a match is not found, an error message will display at the top of the page that reads, "No matching data found for the criteria specified." To create a new person record for that participant, click on the 'Create' button in the Persons Returned group box. Clicking on the 'Create' button opens the YJ Referral Participant page. Enter as much information as possible on this page and then click the 'Continue' button. Once you click Continue you will go back to the search page which allows you to add more participants to the referral, if needed.

   - If a match is found, click on the 'Select' hyperlink next to the person that should be added to the referral as a participant.

Once all participants have been added, click on the 'Continue' button to return to the Participants tab on the YJ Referral page. For more information on how to search, please refer to the Search user guide.

5. On the Participants tab, select the Relationship and Roles for each participant. The identification of a Reference Person is required (usually the female head-of-household), and the other relationships are in regards to the reference person. For YJ Referrals, the youth named in the referral should have the role of Report Name and Identified Youth, along with any other applicable roles. When the Participants tab has been completed, click on the 'Save' button.

6. Click on the Narrative tab and enter as much information as possible. Click on the 'Save' button.

7. Next click on the Referral tab.
   - The Youth Information group box contains basic information for the participant that was designated as the Identified Youth on the Participants tab. The youth's name should be displayed as a hyperlink. The other fields in this box will be prefilled if the information has been entered on the youth's Person Management record. Clicking on the hyperlink for the youth's name will open the youth's Person Management record in edit mode to allow the youth's information to be added or edited.
   - In the YJ Referral Types group box, indicate the type of referral. Multiple referral types can be selected, if needed.
     i. If JIPS – Truancy is selected as the referral type, an additional group box will appear on the page to display information about the youth's current school – Youth Education Information. See below for additional details and a screenshot.
   - Select one or more locations in the Location of Alleged Offense(s) group box.

i. If School is selected as the location, an additional group box will appear on the page to display information about the youth's current school – Youth Education Information. If the youth's Person Management record contains information about the youth's current school, that information will prefill in this group box. If there is no information about the youth's current school in the Person Management record, these fields will be blank.

1. To add or edit the school information, click on the 'Modify' hyperlink to open the youth's Person Management record. On the Education tab, add or edit the information in the School History group box. The school information will only display on the Referral tab of the YJ Referral if the 'Primary' checkbox is checked for the school entered in the School History group box on the Education tab of the youth's Person Management record.

- Two offense rows are automatically displayed in the Referral Offense(s) group box by default. At least one offense row is required. If the second row is not needed, click on the 'Delete' hyperlink to remove it. If additional rows are needed, click on the 'Insert' button to add another row.
  i. Enter the date of the alleged offense. The date of the alleged offense cannot be greater than the date the referral was received.
  ii. Enter the number of counts.
  iii. Begin typing the statute, description, or classification of the alleged offense. As soon as three characters are typed, the system will display a list of potential choices that contain those characters. As more characters are typed, the list will narrow. A selection must be made from the options provided; the worker cannot enter their own statute, description, or classification in this field.

8. The final group box on the Referral tab is where the Referral Source is documented. By default, the 'Referral Source' dropdown will contain three values: Law Enforcement, School, and Other. If the youth's parents, guardians, and/or custodians are documented on the Parent Info tab of his/her Person Management record, those individuals would also be listed in the 'Referral Source' dropdown. Depending on which referral source is selected, the fields on the page will vary.

- If the referral source is changed, the system will display a pop-up message: "Changing the Referral Source will remove the existing information documented in the Referral Source groupbox. Do you want to continue?"
- The 'Agency' field for law enforcement and the 'School Name' field for school function similarly to the Statute/Description/Classification field for offenses. As soon as three characters are typed, the system will display a list of potential choices that contain those characters. As more characters are typed, the list will narrow. However, for these fields, the worker is allowed to enter their own values if a match is not found in the proposed list.

Note: If the referral comes from a school resource officer employed by the police department, you should select 'Law Enforcement' as the referral source. You would track that the referral came from a school by selecting 'School' in the Location of Alleged Offense(s) group box.

9. When all information has been entered on the Referral tab, click on the 'Save' button. The fourth tab of the YJ Referral is the Prior Involvement tab, which provides information about prior referrals/reports any of the participants on the referral have been involved in previously. If all participants on the referral are new in eWiSACWIS, the tab will be blank. The columns can be sorted by clicking on the blue title of the column. The table can also be filtered by participant by selecting a name in the 'Participant' dropdown.

10. When all information has been entered and saved, click on the 'Create/Link Case' hyperlink toward the top of the page to link the referral to an existing case or to create a new case to link the referral to. Upon clicking the link, the system will display a pop-up message: "Completing the referral will 'freeze' this page, do you wish to continue?" Upon clicking on the 'Yes' button, the system will then run a check to see if all required information has been entered.

- If any required information has been missed, an error message will display at the top of the page. Correct all errors and re-save the page. Then click on the 'Create/Link Case' hyperlink again.
- If all required information has been entered, the Search Case page will open.
    i. If any of the participants on the referral have prior involvement, a list of cases will appear on this page. The worker can choose to link the referral to one of these existing cases or the worker can choose to create a new case to link the referral to.
    ii. If all participants on the referral are new to eWiSACWIS, this page will be blank and the only option available will be to Create a new case to link the referral to.
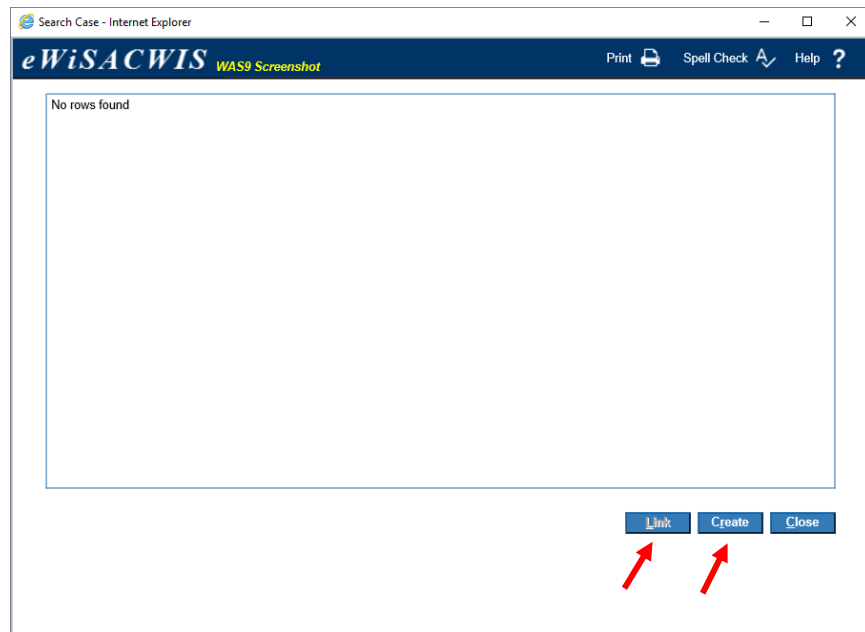
11. Upon clicking either the 'Link' button or the 'Create' button, the Maintain Case page will open. Select a value from the 'Site/Region' dropdown, if needed, and then click on the 'Save' button. The system will display a pop-up message: "Would you like to create an assignment for this case?"

- Clicking on the 'Yes' button will open the Create Worker Assignment page. For more information on how to create assignments, please refer to the Case Assignment user guide.
- Clicking on the 'No' button will return the worker to the Maintain Case page.

12. At this point, two things have happened:
    1. A new task has been generated on the worker's calendar to remind the worker that the intake decision is due 40 days from the date the referral was received.

    2. The referral has been linked to either an existing case or to a newly created case, which should now appear under the Cases tab of the assigned worker(s).
       • Click on the Cases tab on the desktop and search for the case that the referral was linked to.
       • Click on View Case Information to show all of the pieces of work associated with the case.
       • Click on the new Youth Justice item to view the YJ Referral that was just entered.